



**Old Oaks of Oxford Condominium Owner's Association, Inc.
Architectural Review Board**

c/o Summit Management Service, LLC, 409 Galleria Lane, P.O. Box 2715, Oxford, MS 38655

CONDOMINIUM ALTERATION APPROVAL FORM

ANTICIPATED COMPLETION DATE: _____

HOMEOWNER NAME: _____ PHONE: _____

OLD OAKS ADDRESS: _____

PERMANENT ADDRESS: _____

E-MAIL ADDRESS: _____

TO THE ARC BOARD:

I/we request approval, in accordance with the documents of Old Oaks CONDOMINIUM, for the following change to the above referenced address. Explain in detail what you are requesting to do, include Dimensions, Materials, Colors and/or Pictures. Attach any Drawings and Survey Map of proposed addition/change.

I agree to the following:

- All requests must conform to all local zoning and building regulations and include all necessary permits issued by local authorities.
- Any improvements, including fences, must have the property line corners marked for your unit to verify that the improvements are being installed completely on the Unit Owners Property. We

recommend Precision Engineering who has agreed to help with this for a reduced fee. There are no exceptions to this requirement for approval.

- Review of proposed alteration will not begin until the \$250 review fee has been paid to the association in full. The charge will be placed on your account, and must be paid by check payable to Old Oaks of Oxford OR you can submit payment through your owner portal at www.summitassociations.com
- Applicant has read and agrees to the requirements detailed in the Old Oaks Declaration and Covenants (the "Condominium Plant") which were provided at closing, and are of record in the courthouse or can be located at oldoaksoxford.com
- Request will be emailed to oldoaksarc@gmail.com or mailed to the address listed above for Summit Management Services. Summit will confirm receipt of the email with owner, post the review fee, and once paid in full, Summit Management will forward to the Architectural Review Committee for review.
- No improvement, construction, or alteration will commence without the written permission of the Board. Commencing prior to approval will automatically be a \$500.00 fine, plus reimbursement for COA attorney fees and surveying costs. These fees will be added to your association account.
- Any damages to the building, my Unit, my personal property, building equipment, or to other residents' property as a result of or related to this work will be solely my responsibility and not that of Old Oaks of Oxford, LLC, the Old Oaks Condominium Owner's Association, Inc., Board of Directors or Summit Management Services, LLC and whom I agree to indemnify and hold harmless, including their legal fees and costs for any violation of the Condominium Plan or ARC requirements.
- No fencing or addition will encroach on common area or neighboring units

Unit Owner Signature _____ Date _____

Fencing Checklist:

1. Provide ARC a Plat and physical corner stakes on the property with exact locations of fence marked clearly.
2. Provide ARC Material Specification (picture or description)
3. Fence locations, per the provided plat, must be marked on site for ARC review. It is recommended that these points be marked by a licensed engineer.
4. It is required that before fencing is installed a Utility Locate be performed. (Dial 811)
5. Upon Approval of ARC- Work can begin

The decision of the ARC Board shall be forwarded by mail or e-mail to the homeowner.

This approval section will be filled out by the ARC Board

Date _____ [] APPROVED [] DISAPPROVED By: _____